



CITY OF HOUSTON

Job Posting

	BJW
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification GIS TECHNICIAN
3	Posting Number PN# 109092
4	Department PARKS AND RECREATION
5	Division Facilities Development and Maintenance
6	Section Deputy Director's Office
7	Reporting Location 2999 So. Wayside
8	Workdays & Hours M - F, 8 a.m. – 5 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> The individual will perform the data entry and maintenance functions for the Geographic Information System (GIS). Research and evaluate source data using standard methods and documentation. Locate and compile graphic data and attributes from plans, profiles and other sources. Enter Geo data files using GIS software to ensure integrity of database changes. Analyze output, research and correct source problems while maintaining database standards and system security. May contact service personnel for simple maintenance and repair to equipment.
10	<u>WORKING CONDITIONS</u> The position is requires stooping, bending and/or lifting of items of up to 30 pounds with occasional period of walking on rough surfaces.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in Geographic Information Science, Geography, Computer Science, Management Information Systems or a closely related field.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. Experience equivalent to or as a GIS Operator may be substituted for the degree requirement on a year-for-year basis.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None
14	<u>PREFERENCES</u>
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> NONE
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range – Pay Grade 12 \$766 – 1102 Biweekly \$19,916 – 28,652
18	<u>OPENING DATE</u> February 22, 2006
19	<u>CLOSING DATE</u> March 7, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer